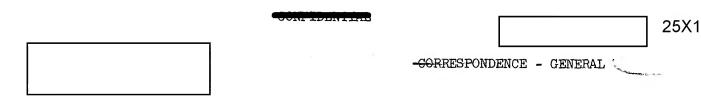
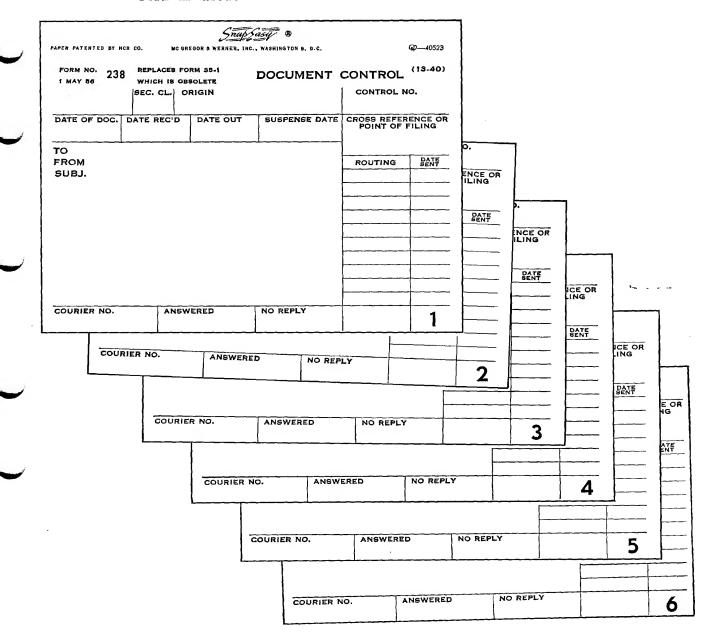
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d. Document Control, Form 238

25X1

This six-part form is designed to provide intraoffice mail control when the volume of correspondence justifies using control measures. Generally other transmittal or routing slips are unnecessary when this form is used.



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EXHIBIT 12

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| CONT IDENTIAL | | 25X1 |
|---------------|-----------------------------|------|
| - | -correspondence - general (| |

e. Routing and Record Sheet, Form 610

25X1

The extent of review and concurrence in offices through which correspondence may pass is often indefinite. Therefore, for correspondence of more than a routine nature, provision should be made for extended routing. Routing and Record Sheet serves this purpose. In addition, it provides space for added comments and serves as a protective covering over the original.

| | ROUTIN | G AND | RECOR | D SHEET |
|--|----------|-----------|-----------|---|
| SUBJECT: [Optional] | | | | |
| FROM | | | EXTENSION | NO. |
| | | i | | DATE |
| TO: (Officer designation, raom number, and building) | 0 | ATE | OFFICER'S | COMMENTS (Number each comment to show from who |
| | RECEIVED | FORWARDED | INITIALS | to whom. Draw a tine across column after each comment |
| 1, | | | | |
| | L | 1 | | |
| 2. | į . | - | | |
| | L | | | . |
| 3. | | | | |
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| 4. | | | | |
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| 6. | { | 1 | į | |
| | | | | |
| 7. | 1 | 1 | 1 | Y 27 3 |
| B. | | | | |
| 0. | | | | |
| 9. | | <u> </u> | | |
| •• |] | | Ì | |
| 10, | | | | |
| | 1 1 | - | | |
| 11, | | | | |
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| 12. | | | | |
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| 13. | | | | |
| | | | | |
| 14. | - | | | |
| | | - 1 | - 1 | |
| 15. | 1 | | | |
| | 1 1 | | l | |

ACTUAL SIZE - $8" \times 10\frac{1}{2}"$

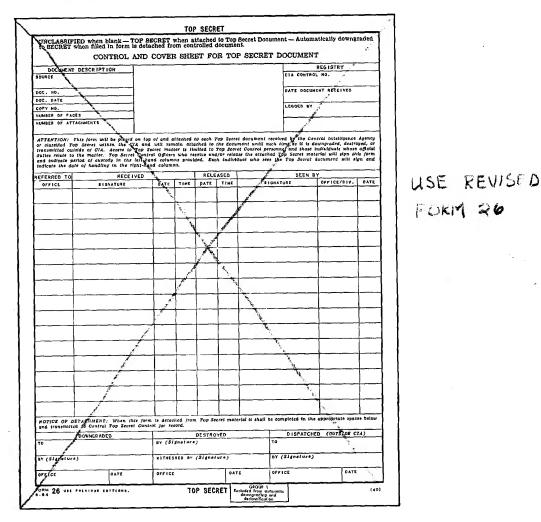
EXHIBIT 13

| CONTIDENTIAL | | |
|--------------|-------------|----------------|
| | CORRESPONDI | ENCE - GENERAL |

f. Control and Cover Sheet for Top Secret, Form 26

25X1

The use of this form is mandatory. It shall be used as a cover sheet for all correspondence classified Top Secret, and to record the name of each person who sees the document. A Form 26 is prepared and attached to each copy of Top Secret correspondence transmitted within the Agency.



ACTUAL SIZE - 8" x $10\frac{1}{2}$ "

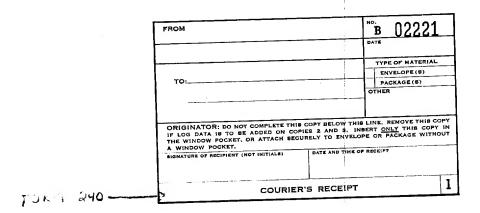
EXHIBIT 14

| 25X1 | |
|------|--|
| | |

CORRESPONDENCE - GENERAL

g. Courier Receipt and Log Record, Form 240

All envelopes or packages containing material classified CONFIDEN-TIAL and above, and transmitted between buildings within or outside CIA, are customarily accounted for by Courier's Receipts. Receipts are prepared in an original and two copies. Copy one is inserted in window pocket or securely attached to envelope or package without window pocket. Copies 2 and 3 contain logging information for use by originator and recipient. When log data has been added to the Courier Receipt, copy 3 shall be inserted inside the package to be delivered to the addressee. The copy #3 becomes the log record in the receiving office.



WHITE RECEIPT - FOR MATERIAL CLASSIFIED CONFIDENTIAL OR SECRET

| UENT COURIERS PI | Time |
|--------------------|------|
| UENT COURIERS Date | Time |
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| | |
| 1 | |
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| _ _ | |
| | |
| | |
| | |
| RECEIPT | |
| (e) Date | Time |
| | |
| | (25- |
| | |

Form 240a (pink) is used for transmitting Top Secret material.

EXHIBIT 15